

Intermittent Family and Medical Leave Act (FMLA) Instructions

Bi-weekly Payroll: All E-Classes

To apply for intermittent FMLA, the documents indicated below are needed:

1. **For any EMU employee applying for a leave of absence**

- An [EMU Staff Leave of Absence \(LOA\) Request Form](#) must be completed.
- Please indicate if you want to use sick or vacation time while on leave.

AND

2. **For your own serious health condition**

- A [WH-380-E Form](#) must be completed by your physician.
- For a continuous FMLA, complete (9) on page 3 under 'Part B: Amount of Leave Needed'.

OR

3. **For a family member's serious health condition**

- A [WH-380-F Form](#) must be completed by the member's physician.
- For an intermittent FMLA, complete (10) on page 4 under 'Part B: Amount of Leave Needed'.

Six Month Recertification

- **Under FMLA guidelines, EMU requests your FMLA recertification every six months.**
 - This means you must submit again to maintain your intermittent FMLA.
 - An *EMU Staff Leave of Absence (LOA) Request Form* must be completed
 - A *WH-380-E Form* or A *WH-380-F Form* must be completed by the member's physician.
- **You are responsible for this resubmission.**

Time Card Completion

- Please be sure to complete your timesheet while using intermittent FMLA.
- After your leave is approved, time should be recorded as
 1. FMLA No Pay
 2. FMLA Vacation
 3. FMLA Sick
- **If you are "PE" you must complete a Leave Report. If you are recording your time as **FMLA - NO PAY**, you **MUST** contact us at HR Benefits so we can work with payroll to adjust your pay for this time period.**

Have Questions or Need Assistance?

EMU HR Contact

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